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## Professional Collection of Audiocassettes, Books, Pamphlets and Videotapes

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## KEY

\* SMLD Information Kit - may contain brochures, samples, articles, etc.

# ALA Small Libraries Publications

[A] Audiocassette

[CD] Compact Disc

[V] Videocassette

A celebration of Maine children's books. Lynn Plourde & Paul Knowles. University Press, 1998

Access services: a handbook. Ann Catherine Paietta. McFarland & Company, 1991

Accounting for libraries & other not-for-profit organizations, 2<sup>nd</sup> ed. G. Stevenson Smith. ALA, 1999

Achieving quality public library service in Maine: a planning and standards document, MLA 1991

Administration of the small public library, 4th ed. Darlene E. Weingand. ALA, 2001

Administrator's guide to library building maintenance. Dianne Lueder and Sally Webb. ALA, 1992

Adult literacy handbook for libraries and librarians. Edited by Kathy Lee, Maine Literacy Coalition, July 1988

Adult services. An enduring focus for public libraries. Kathleen M. Heim and Danny P. Wallace, editors, 1990.

Aids resource listing of materials. Maine Bureau of Human Services, 1988

ALA filing rules. Filing Committee Resources & Technical Services Division. American Library Association, 1980

All ears: how to choose and use recorded music for children. Jill Jarnow. Penguin Group, 1991

American national standard for buildings and facilities – providing accessibility and usability for physically

handicapped people. American National Standards Institute, Inc., 1986

Americans with disabilities act handbook \*

...And access for all: ADA and your library. ALA Video/Library Video Network, 1993 [Video & resource guide] Annual reports \*

Assessing the information needs of rural Americans. Bernard Vavrek. Clarion University, 1990

Assessing service quality: satisfying the expectations of library customers. Peter Hernon and Ellen Altman. ALA, 1998

Assessing the role of the rural public library. Bernard Vavrek. Clarion University, 1993

Authoritative guide on the use of telefacsim ile in libraries. J. Buchman. State Library of Ohio, 1988.

Automating small libraries. James Swan. Highsmith Press, 1996

Babies and books: a joyous beginning. Baby Talk, 1991 [V, 7 min.]

Baby talk: how to make it work! Rolling Prairie Library System, 1991. [V, 21 min.]

Baby talk: how to make it work! Rolling Prairie Library System, Illinois (packet)

Banned books 1997 resource guide. Celebrate the Freedom to Read. Robert P. Doyle

Bare bones adult collection \*

Bare bones young adult services: tips for public library generalists. Renee J. Vaillancourt. ALA, 2000

Bare bones: young adult services tips for public library generalists. Mary K. Chelton & James M. Rosinia. PLA, 1993

Basic book repair. Jane Greenfield. H.W. Wilson, 1988 [V]

Basic book repair methods. Abraham A. Schechter. Libraries Unlimited, 1999

Basic budgeting practices for libraries. Margo C. Trumpeter & Richard S. Rounds. ALA, 1985

Basic library skills, 3rd edition. By Carolyn and Richard Wolf. McFarland & Co., Inc., Publishers, 1993

Beautiful in all its details: the architecture of Maine's public library buildings 1878-1942. Kirk F. Mohney. Maine Preservation, 1997

Be prepared: security and your library. ALA/LVN 1994 [V, 35 minutes]

Becoming a fundraiser: the principles and practice of library development. Victoria Steele & S. Elder. ALA, 1992

Becoming a library teacher. Cheryl LaGuardia and Christine K. Oka. Neal-Schuman, 2000

Beginning with books: library programming for infants, toddlers and preschoolers. Nancy N. DeSalvo. 1993

Best books for children: preschool through grade 6, 4th ed. J. Gillespie and C. Naden. Bowker, 1990

Best books for public libraries. Steven Arozena, editor. R.R. Bowker, 1992

Best of the best for children. Denise Perry Donavin, Editor. ALA, 1992

Beyond pr: marketing for libraries. Library Journal Special Report #18

A bibliography of materials for and about adult new readers. Prepared by Mary Menair Hanson. September, 1987

Bibliotherapy with young people: Librarians and mental health professionals working together. Beth & Carol Doll.

Libraries Unlimited, 1997

Block scheduling and its impact on the school library media center. Marie Keen Shaw. Greenwood Press, 1999

The board policy builder: models for writing nonprofit board policy. Cain Consulting Group, Inc., 2002

Book discussions for adults: a leader's guide. Ted Balcom. ALA, 1992

Book preservation and repair. Demco, 1981

Book repair. Brodart

Book repair: A how-to-do-it manual for school and public librarians. Kenneth Lavender and Scott Stockton.

Neal-Schuman, 1992

Book sales \*

Books, babies and libraries: serving infants, toddler, their parents & caregivers. Ellin Greene, ALA, 1991

Books for adult new readers, 6th edition. A Bibliography Developed by Project: LEARN. March, 1991

Books for children: a list of noteworthy books published in the united states During 1994. Edited by Margaret N.

Coughlan, Children's Literature Center in the Library of Congress

Books kids will sit still for: the complete read-aloud guide. 2<sup>nd</sup> ed. Judy Freeman. R.R. Bowker, 1990

Books: their care and repair. Jane Greenfield. H. W. Wilson Company, 1983

Booktalk! 3. more booktalks for all ages and audiences. Joni Bodart-Talbot. The H.W. Wilson Company, 1988

Booktalking: you can do it. Mary A. Chelton, April 1976 (SLJ" reprint)

Booktalks plus: motivating teens to read. Lucy Schall. Libraries Unlimited, 2001

Bottom line reader: financial handbook for librarians. B. Sellen and B. Turock, ed. Neal-Schuman, 1990

Bridging the gap: young adult services in the library. Missouri Library Association, 1992

Bring an author to your library. Stephen Weiner. Alleyside Press, 1993

Bringing in business: promotion guide for libraries and librarians. ALA, 1987

Budgeting: A how-to-do-it manual for librarians. Alice Sizer Warner. Neal-Schuman, 1998

Build your own information literate school. Carol Koechlin and Sandi Zwaan. Hi Willow Research and Publishing, 2003

Building influence for the school librarian. Gary N. Hartzell. Linworth Publishing, 1994

Building the service-based library web site: a step-by-step guide to design and options. Kristen Garlock & Sherry Piontek. ALA, 1996

Buildings, books, and bytes: libraries and communities in the digital age. Prepared by Benton Foundation, 1996 Business as usual: how to survive construction when you have to stay in the building. 2000 Public Library Association Conference [A]

The business of running a library. Paul John Cirino. McFarland & Company, 1991

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Cataloging nonbook resources. Mary Beth Fecko. Neal-Schuman, 1993

Censorship dramatization. Intellectual Freedom Committee, MLA/MEMA [A]

Checklist of library building design considerations, 4th edition. William W. Sannwald. ALA, 2001

Chef Larry's virtual time machine: digitizing a local history collection. PLA Conference 2000 [A]

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Children, literacy, and the computer. ALSC/LITA President's Program. 1997 ALA Conference [A]

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Citizen's guide to the 116<sup>th</sup> Maine legislature. Maine People's Resource Center, 1993

Classics for young readers preschool through young adult. Stephanie Loer, ed.

Clerical aide training manual. Prince George's County Memorial Library System, 1988

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Closing the book on crime: library security issues. SMLD, 1984 [A]

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North State Cooperative Library System, 2000 [video & handbook]

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*The collection program in schools: concepts, practices, and information sources*, 3<sup>rd</sup> ed. Phyllis J. Van Orden and Kay Bishop with the assistance of Patricia Pawelak-Kort. Libraries Unlimited, 2001

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The complete guide to performance standards for library personnel. Carol F. Goodson. Neal-Schuman, 1997

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The cooks tour of south berwick. Friends of the South Berwick Public Library.

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Defusing the angry patron: a how-to-do-it manual for librarians and paraprofessionals. Rhea Joyce Rubin. Neal-Schuman, 2000

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Delivery of library materials in Wisconsin. Ruth Bessant, Library Consultant. Wisconsin Department of Public Instruction, September 1997

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Designing and renovating school library media centers. Jane P. Klasing. ALA, 1991

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Developing an outstanding core collection: a guide for libraries. Carol Alabaster. ALA, 2002

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Literature Consultant. Penguin Putnam Books for Young Readers, 2000 [audiocassette & handbook]

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